



Fire Chief

Department: Fire

Class Code: 7441

EEO Code: 21

FLSA: E

Effective: 01/03/1998

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of unusual difficulty in managing and administering the fire department; in managing the fire department field forces during major fires, EMS and other emergencies; and performs related work as required.

SPECIFIC STATEMENT OF DUTIES:

Manages the different divisions and bureaus within the department through staff and department heads, including establishing policy, operational procedures, objectives and strategies, and reviewing past operations; reviews and approves all personnel actions of hiring, firing, and salary increases within the Fire Department; coordinates fire and emergency activities with other department heads and County Administrator; informs County Administrator and Board of Supervisors of personnel and equipment needs; reviews and updates long-range plans with staff; and selects new equipment when appropriate.

Manages fire department field forces during major fires, EMS and other major emergencies; coordinates operation and policies with the eleven (11) volunteer fire chiefs through monthly meetings and otherwise as necessary; acts as the County's representative to coordinate with the four (4) independent volunteer rescue squads in the County; familiarizes the public concerning fire department services, fire hazards, proper responses to emergencies, etc. through media, public speaking and the Fire and Life Safety Division; coordinates County agencies as Director of Emergency Services; directs emergency services activities in emergencies; provides training, communications and exercise activities for emergency services emergencies; represents the County and State as a committee member on committees such as the American Red Cross, Virginia Fire Services Board, Richmond Metropolitan EMS Council, Governor's EMS Advisory Board, and the Chesterfield County Highway Safety Committee; and performs related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the principles, practices, and methods of modern fire and EMS administration and management; of laws and regulations pertaining to fire safety and EMS; of public administration and local government as they related to fire management and administration; of personnel management procedures; of supervisory techniques; of budgetary methods; of rules of order for meetings. Comprehensive skill in leadership, administration and interpersonal relations; in organization of personnel and records; and in oral and written communications.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in fire administration or related field and ten (10) years of experience in fire officer positions including five (5) years at the Battalion Chief level of higher; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Must pass an extensive background investigation.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
